

*approved with
corrections
4-7-05*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES FOR January 20, 2005**

The Madison County Library Board of Trustees met at 4:30 p.m. on January 20, 2005 in the general-purpose room of the Madison County Library.

In attendance were: Michael Moak, Gerald Ingram, Judy Atwood, Suzanne DeGrasse, Elizabeth Murray, Jackie Griffeth, Gail Bates, Ramona Booth, Alice Sturgis and Margie Richards. *and Fern Countant*
Chairman Michael Moak called the meeting to order.

The October 14, 2004 minutes were approved with two amendments. Under the Regional Director's report presented by Judy Atwood, the sentence "The BOD instructed Mrs. Atwood to label, store and secure new computers for the MC Library until construction could be completed" the word "new" was changed to "old."

Also, it was noted that "zero-scape," referred to in the building and grounds report should be spelled "xeri-scape."

REPORTS

•Chairman — Michael Moak

Mr. Moak recommended the board keep committee members the same as last year. He discussed, along with Judy Atwood, the upcoming Legislative Day on Jan. 31 in Atlanta. Moak said Legislative Day is a "good experience to see how things work in the capital." Elizabeth Murray and Ramona Booth agreed to represent the Board of Trustees at this event.

•Branch manager — Suzanne DeGrasse

Ms. DeGrasse noted that all statistics for library participation were down because the library was closed for 24 days due to the tornado damage.

She noted that the library and its programs are back to normal and that Alysa Claytor has been hired as the computer specialist for the library. Mrs. Claytor is conducting three computer sessions per week for the public and these are going very well, in fact, she reported that all the classes are full for February.

Ms. DeGrasse said that the library continues to receive numerous donations. There were 328 hardbacks, 414 paper backs, six books on tape, 45 videos and two sets of encyclopedias received in the last quarter.

Ms. DeGrasse reported that she currently has a 4.0 grade point average in her third semester of library school.

Ms. DeGrasse mentioned an error in a story about the library's storm damage that appeared in the Athens Banner Herald several days prior to the meeting concerning the cost of repairs.

Ms. DeGrasse reported that \$218.21 had been received for the building fund from two donations. (A discussion followed on the handling of how donations to the building fund should be handled. Chairman of this committee, Gerald Ingram, said he was not sure of the status of the building fund monies. It was determined that a process will be worked out so that Gerald will get receipts from the Athens library in order to reconcile them with the receipts log at the Madison County Library.)

•Regional Director — Judy Atwood for Kathryn Ames

Mrs. Atwood reported that fine collections are also down due to the library being closed from the storm damage. On a positive note, she noted that postage costs are down due to the new courier system. Ms. DeGrasse asked Mrs. Atwood who donated the money in the gifts account and if it was designated for a particular use. Mrs. Atwood said that she would check on where the 2002 donation of \$4,580 came from and report on this at the April meeting.

Ms. Atwood referred to an informational sheet titled "Check Out Madison County Libraries" that included information on the budget, size, total items checked out in FY2004, borrowers, computer use, size of collection and other information. A discussion followed about increasing the library's exposure in the community. Ms. DeGrasse was to contact clubs and other organizations about speaking to them about the library.

Ms. Atwood discussed the fact that Governor Perdue has recommended a three percent budget reduction in public library funding. This would reduce our regional system's funding by \$30,000. Ms. Atwood said this reduction would "guarantee the elimination of book mobile services." She encouraged everyone to write letters to lawmakers and representatives. A discussion followed about the impact of the budget reduction.

•Friends of the Library — Elizabeth Murray

Mrs. Murray said that the Friends have \$9,000 available to donate to the library but that they have decided to hold the money in reserve for the building fund.

Mrs. Murray said the Friends donated two boxes of the books left over from the last book sale to an interfaith center in Athens.

She said that the Friends general meeting was set for Jan. 23 at the library with BOC chairman Wesley Nash set to speak about the library building's repair.

She reported that book sale books were selling well from the shelves that were re-located to the front of the library.

She reported that the afghan donated by Joan Lurwig had sold for \$118 and that this was added to the building fund donations.

•Building and Grounds — Elizabeth Murray

Mrs. Murray said there had been a complaint of a "sewer gas smell" in the library's bathroom that comes and goes. No specific cause for the smell had been located. Someone from the Building and Grounds committee was to contact the county and request a plumber be called to inspect the bathroom.

Mrs. Murray reported that the xeri-scape was finished. She passed around photos of a Japanese lantern that could be purchased for the xeri-scape from landscape specialist Terrell Owen for \$415. She said that the Friends had declined to pay for half the cost. The board questioned the necessity of making such a purchase at this time. A motion to accept the purchase was made by Ramona Booth and seconded by Alice Sturgis. The purchase was declined by a vote of 6-2. The purchase of the lantern will be kept under consideration for a later time.

It was noted that the xeri-scape looks very good.

•Finance — Michael Moak

Mr. Moak noted that Wesley Nash said it would cost about \$320,000 to repair the library and that structural engineers had completed their inspection. An insurance adjuster was expected the following week.

Mr. Ingram noted that Mr. Nash was "on board" to support expanding the library.

The board discussed that it will cost approximately \$2.9 million to expand the library by 7,000 square feet to bring it to state minimum standards for a community the size of Madison County.

Mr. Moak noted that "the wheels are in motion to find funding for expansion."

•Personnel — Libby Murray

Mrs. Murray said Alysa Claytor was hired as computer specialist from six applicants who were interviewed and that she was "working out great."

OLD BUSINESS

None discussed.

NEW BUSINESS

None discussed.

With no further business, the meeting was adjourned at 5:50 p.m.

The next meeting of the Board of Directors is set for April 7 at 4:30 p.m. at the library.

Respectfully submitted by
Margie Richards, secretary
Madison County Library Board of Trustees
February 2, 2005

*approved
7-14-05*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES FOR April 7, 2005**

The Madison County Library Board of Trustees met at 4:30 p.m. on April 7, 2005 in the general purpose room of the Madison County Library.

In attendance were: Michael Moak, Gerald Ingram, Judy Atwood, Kathryn Ames, Suzanne DeGrasse, Jackie Griffeth, Fern Coutant, Margie Richards and guest Jim Warren.

Chairman Michael Moak called the meeting to order.

The January 20, 2005 minutes were approved with one amendment; Fern Coutant was added to the attendance list.

PUBLIC COMMENT

Guest Jim Warren was allowed to speak first. Mr. Warren wanted to know about plans for the library's reconstruction/addition.

He made some recommendations, including the following:

- change the entrance, which he maintains is dark and uninviting and too far from the parking area.
- make the children's area scaled down to fit them and in a sunny, warm area on the south side of the building.
- modify lighting so it is closer to shelf level.
- change the position of computers.
- make an easier access to books as well as an easier drop off process for patrons. (He went through the process he has in mind.)

"I'm asking you all to look way ahead with what we're going to do with this building," Warren said. He also suggested that utilizing these improvements would result in considerable savings in energy costs.

REPORTS

•Chairman — Michael Moak

Mr. Moak explained that he, along with Mrs. Ames, Mr. Ingram and Ms. DeGrasse had attended a county budget meeting on March 8 where they had talked with sitting commissioners, explaining a little of the library's operations and expenses.

He said he felt the meeting went well.

Mr. Moak said board members Fern Coutant, Ramona Booth and Elizabeth Murray met with Representative Alan Powell.

•Branch Manager — Suzie DeGrasse

Ms. DeGrasse said statistics have doubled from last quarter when the library was closed due to the tornado damage. She said figures were also up from the same period last year.

She informed the board that a new children's librarian must be hired.

She said both a sewing group and a knitting group were doing well.

Ms. DeGrasse said nine new computers have been installed and that they are "sleek and take up less space." She said library patrons have been very patient with the library's smaller space due to the storm damage.

She said the vacation reading program will begin June 1.

•Regional Director — Kathryn Ames

Mrs. Ames informed us that a \$300 per location grant had been approved for each library in the regional system for the summer reading program to include "Circus Bezerkus" (an Atlanta puppet show) and Wendy Bennett (a singer).

Mrs. Ames said \$2 million will be placed in the state library budget for repairs to public libraries and the our local library is on the top of the list.

She said letters from board members and others have made a difference.

She encouraged everyone to come by and see the Frankenstein exhibit on display at Athens Regional Library April 29 - June 10.

Mrs. Ames said there is a new technology director who will work with all in the regional system who deal with technology to make sure everyone is "on the same page."

She said computer specialist Alisa Claytor will go to Athens once per month for additional training. She said funding for the library is in pretty good shape overall, but that the Alltel phone bill may have to be amended later.

Ames said the Friends gifts will be consolidated to the library gifts and that gifts will be spent for specific reasons as they come in.

She said she hopes the \$2 million for library repairs from the state will be available July 1, once the governor signs the bill.

Ames said she feels we need to go ahead and get started with reconstruction/expansion plans.

As no board member from the building and grounds committee was present for this meeting, Mr. DeGrasse said she would get an information sheet about the major repair and renovation grant program, which Mrs. Ames co-chairs, to them.

Ames said library board representatives need to talk with BOC chairman Wesley Nash before July 1.

Ames emphasized that although the \$2 million was put into the state budget because of Madison County (our library is the top priority), other libraries will also be able to receive some of that funding. Ames said she will recommend that our library receive at least \$500,000 of that (another \$300,000 should come from insurance funds).

There was some discussion about other grant possibilities at this time.

Mr. Moak said he would try to set up a meeting for he, Ingram, and Ames to talk with Nash before the end of April.

The board voted to have Ames put together an RFP (Request for Proposal) from an architect to get construction estimates.

•Friends of the Library

In the absence of Mrs. Murray, Ms. DeGrasse and Mrs. Coutant reported that the March book sale earned \$2,200. They also reported that the general Friends meeting was scheduled for April 24. The Friends blood drive date is May 9.

COMMITTEE REPORTS

•Building/grounds — No member of the building and grounds committee was present.

•Personnel — Ms. DeGrasse said the committee (Coutant, Murray and Richards) needed to begin interviews the following week. Six resumes had been received.

•Gifts — Ms. DeGrasse said two monetary gifts had been received to purchase books in memory of someone. Also, the Merchants and Farmers charity drive for March, which included the Friends, was discussed.

•Special projects — None underway now, but Mr. Moak told the board to be aware that special called meetings to discuss the building may need to be held in the near future.

•Old business — none discussed.

•New business — a preliminary budget review was tabled until the July board meeting.

The next meeting was set for Thursday, July 14, 2005 at 4:30 p.m. at the library.

With no further business, the meeting was adjourned at 6 p.m.

Respectfully submitted by
Margie Richards, Secretary
Madison County Library Board of Trustees
April 27, 2005

*approved
10-13-05*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES FOR JULY 14, 2005**

The Madison County Library Board of Trustees met at 4:30 p.m. on July 14, 2005 in the general purpose room of the Madison County Library.

In attendance were: Michael Moak, Elizabeth Murray, Ramona Booth, Judy Atwood, Kathryn Ames, Jackie Griffith, Alice Sturgis and Margie Richards.

Chairman Michael Moak called the meeting to order.

The minutes of the April 7 meeting were accepted as written.

No one was present for public comment.

REPORTS

•Chairman — Michael Moak

Mr. Moak informed the board that Gail Bates asked to be relieved of her duties as a board member and had submitted a letter of resignation.

Also, Moak said Ramona Booth, Fern Coutant and Gerald Ingram all have terms that will soon expire.

Alice Sturgis, Ramona Booth and Elizabeth Murray agreed to serve on the nominating committee, help recruit new board member and to serve on the nominating committee.

It was agreed to advertise for a new board member(s).

Moak reviewed the board two building grant applications that were previously sent to board members. (Two applications: one for replacement of the building and one for an addition and renovation.)

Mr. Moak said he and Mr. Ingram will present the proposed budget to county clerk Morris Fortson. Mr. Moak then charged the nominating committee to present a slate of officers for 2006 and to fill the vacancy on the board.

•Branch manager — Judy Atwood presented Suzanne Degrasse's report since she was on vacation.

Ms. Atwood said a new children's librarian was hired in March, but that she would be leaving at the end of July (after the end of the summer reading club). An advertisement for the position had produced very few results, Atwood reported, so the position was being re-advertised.

Ms. Atwood said the summer reading program had been doing very well with good statistics.

Ms. Atwood reported that Miss Degrasse will be taking two on line classes in the fall and that her performance review had been completed.

•Regional director/consultant — Mrs. Kathryn Ames

Mrs. Ames reported that it has been a very busy summer, particularly with the latest Harry Potter review.

Mrs. Ames presented the financial report saying that our cash flow remains good and that more than \$15,000 remains in the gifts/Friends account.

Mrs. Ames also said that the library has a "good, healthy" reserve (\$28,292.23) and that this board should decide how to spend it.

As to the \$2 million in state funding, Mrs. Ames said that our library was at the top of the list for the funding, although two other libraries had been damaged.

Mrs. Ames said she has asked that the state library combine a 90/10 reconstruction grant and a renovation grant. She said if this is granted, construction costs could amount to less than \$500,000. She said we should know something by March 2006.

Ames said she will write a building program by the end of September. She requested a called board meeting in August to get input on what board members would like to see in the building. She asked that board members review a questionnaire she provided.

Some advance money has been received for an RFP (Request for Proposal) and to interview and choose an architect.

Ames said county commissioners should also be invited to participate in the process.

The board voted to hold a called meeting with Ms. Ames and county commissioners on Tuesday, Aug. 9, 2005 at the library.

Mrs. Ames then presented a draft of the Primary Service Standards and it was noted that the library currently falls short of minimum staffing requirements with five employees. (It was noted that eight employees will be needed to staff the larger library.)

Mr. Moak noted that the board is grateful to have Mrs. Ames and that we appreciate all she does for us. Moak noted that the state library listens to her and that chairman Wesley Nash has a lot of respect for her.

•Friends of the Library — Elizabeth Murray

Mrs. Murray noted that the recent Chamber coffee hour was a success and that approximately 35 people attended the event.

Mr. Moak said he and his wife Linda had manned a concession booth at the Colbert Independence Day festival and that it had went very well. He said there had been lots of questions about the building and had sold four Madison County History books. Mr. Moak told the board that Mr. Ingram is "doing well" and that his wife's memorial service was beautiful.

COMMITTEE REPORTS

•Building and grounds — Mrs. Murray

She reported that the grounds and landscape are in good condition.

•Personnel — This committee will soon be interviewing for a new children's librarian.

•Gifts — A certificate will be presented to Gail Bates and a book will be donated to the library in her honor.

•Special projects — It was discussed that local fundraising for the new building will need to be done.

A called meeting was set for Tuesday, August 9, at 4:30 p.m. to discuss the building project with the staff, Friends officers and county representatives.

With no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted by
Margie Richards, secretary
Madison County Library Board of Trustees
July 31, 2005

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES FOR OCTOBER 14, 2005**

The Madison County Library Board of Trustees met at 4:30 p.m. on Oct. 14, 2005 in the general purpose room of the Madison County Library.

In attendance were: Michael Moak, Elizabeth Murray, Ramona Booth, Judy Atwood, Kathryn Ames, Jackie Griffeth, Fern Coutant, Gerald Ingram, Suzie DeGrasse and Margie Richards.

Chairman Michael Moak called the meeting to order.

The minutes of the July 14 meeting were accepted as written.

No one was present for public comment.

REPORTS

•Chairman — Michael Moak

Mr. Moak reported that he and Suzie DeGrasse attended a budget review meeting with the Madison County Board of Commissioners the week before to go over the library's budgetary requests, which include a 3.7 % increase (3 percent for salaries and the remainder for a regional share increase) over last year's budget.

Mr. Moak reported that the commissioners asked several questions about contracts the library has for cleaning and grounds maintenance. Mr. Moak said he requested the commissioners' help with getting a letter from the insurance company about insurance funds from tornado damage done to the library building in 2004. He explained that the letter is needed in order to facilitate the \$350,000 state grant.

Discussion on the matter followed with Regional director Kathryn Ames.

The board agreed to send a certified letter (copy attached) from the board to Chairman Wesley Nash with a copy to county clerk/treasurer Morris Fortson requesting a copy of the needed letter by Oct. 31, 2005.

•Branch manager — Suzie DeGrasse

Miss DeGrasse reported that we have a new children's librarian, Jennifer Ivey — the fourth one to hold the position in the past year.

She reported that the number of patrons for this quarter is up slightly from last quarter; and almost double from last year. Miss DeGrasse partially attributes the higher count to a new laser counter (replacing the manual patron counter).

Computer usage is also up considerably over the previous year.

A knitting group, sewing group and two book discussion groups continue.

The library attended staff development day on Sept. 20.

•Regional director — Kathryn Ames

Mrs. Ames remarked that the board must make some decisions about the building soon.

A discussion followed about blueprints and funding. The board agreed to have Mr. Moak proceed with a follow up letter concerning insurance proceeds with BOC chairman Wesley Nash..

The board then voted on a motion by Ramona Booth to go ahead with contract negotiations as soon as the letter confirming insurance proceeds is secured.

Mrs. Ames then presented the library's annual report for FY2005, noting that the September 2004 tornado had a tremendous impact on the library services throughout the year, which resulted in lower attendance, computer use, and circulation.

Mrs. Ames also presented reports on revenue and expenditures; the Gifts and Friends account and the reserve fund, which stood at \$28,292.23, some of which she noted can be used for the cost of the building.

Regional consultant Judy Atwood reported that Miss DeGrasse gave a presentation on reference questions during Staff Development Day.

She said that the new system Evergreen, an upgrade from PINES, should be up and running by next year.

•Friends of the Library — Elizabeth Murray

Mrs. Murray reported that the fall book sale made the most money ever — \$2,635 and that Friends member Ann Davis had done an excellent job coordinating it.

*not approved
as of 12-06*

She reported that Lee Carmen from the RDC was the guest speaker for the Oct. 23 general meeting.

COMMITTEE REPORTS

- Building and grounds — Elizabeth Murray

Mrs. Murray reported that contracts with Angels of Earth and D & D Cleaners were renewed. The board voted to spend up to \$250 to have Chem Dry spot clean the carpet in the general meeting room.

- Finance committee (none to report)

- Personnel — Elizabeth Murray

Mrs. Murray recommended the appointment of Otelia Bird to fill the vacant position on the board of trustees.

The board voted unanimously to accept the recommendation. A second applicant's application will be held on file for the next vacancy.

- Gifts (none to report)

OLD BUSINESS

- Nominating committee — the committee recommended the following appointments for 2006:

President — Michael Moak

Vice President — Ramona Booth

Secretary — Margie Richards

Treasurer — Gerald Ingram

The appointments were unanimously approved by the board, as presented.

- Request for reconsideration — a phrase in a children's book, "Give Me Bach My Shubert" caused a patron to request the book be removed.

- Constitution and by-law review — Mrs. Murray and Fern Coutant were selected to review these items and suggest any needed changes to them at the next board meeting.

- Next meeting — the next meeting of the board was set for Thursday, Jan. 12 at 4:30 p.m. at the library.

With no further business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted by
Margie Richards, secretary
Nov. 17, 2005